

State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 1

May 6, 2016

To

Request for Proposals

RFP No. HMS 501-16-06

RFP Title: Services for Youth on Probation

Date Issued: May 6, 2016

May 6, 2016

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS

RFP Title: SERVICES FOR YOUTH ON PROBATION

RFP No. HMS 501-16-06

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS 501-16-06, "Community-Based Residential Services for Youth" for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of April 28, 2016 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <new date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

Ana Mejia-Vasconcellos
808-587-5738
amejia-vasconcellos@dhs.hawaii.gov
Office of Youth Services, 707 Richards Street, Suite 525, Honolulu, HI 96813

RFP HMS-501-16-06

“Services for Youth on Probation”

QUESTIONS AND ANSWERS

The following are responses to the written questions submitted either at the RFP Orientation Session or received in writing by May 5, 2016, as specified in Section 1 of the RFP.

- Q1. In reference to the second paragraph on page 2-13; are the costs associated with purchasing furniture and equipment considered outside of the \$150,000 annual budget for services?
- A. **The provider is responsible for the purchase or lease of necessary furniture and equipment, with available funding. This would be inclusive of the \$150,000 annual budget. There is no additional funding to purchase such items within the OYS.**
- Q2. Continued question to Q1 (referencing page 2-13). Will office space/cubicles be provided to vendor staff within local OYS or court offices or is it the expectation that respondents secure their own office space?
- A. **The provider is responsible to secure an office space. The OYS does not provide office spaces to providers.**
- Q3. In reference to section 2.4 item 3 “Specific Activities,” the RFP specifies that youth referred shall participate in the program not less than 30 days and not to exceed 90 days. If a youth requires more time in the program, does that mean that funding will not cover services/activities if the youth requires more than 90 days?
- A. **There are circumstances when a youth requires additional time in the program to meet their terms and conditions of probation. Extensions exceeding the 90 day time frame may be granted only if it supports the youth’s terms and conditions of probation.**
- Q4. Are you requesting a 1 or 2 year budget?
- A. **Provide a 1 year budget.**

RFP No. HMS 501-16-06, “Service to Youth on Probation” is amended as follows:

Subsection Page

Section 1, Administrative Overview

No Changes

Section 2, Service Specifications

2.4A3. p. 2-5 This section is amended to read:

2. The Youth Probation Program shall be provided for approximately 80-100 youth. Youth referred shall participate in the program not less than 30 days and **up to 90 days, with time extensions on a case by case basis. Extensions exceeding the 90 day time frame may be granted only if it supports the youth’s terms and conditions of probation.** The average daily census of youth provided services shall be 15.

2.4 A3c p. 2-7 Intensive supervision and mentoring is the core service for the Youth Probation Program. Youth monitors shall provide intensive supervision and mentoring to monitor the youth’s functioning and compliance with the terms and conditions of probation. A maximum caseload of 10 youth shall be assigned to each youth monitor.
(last sentence deleted)

Section 3, Proposal Application Instructions

No Changes

Section 4, Proposal Evaluation

No Changes

Section 5, Attachments

No Changes